

CITY OF WEST ALLIS  
POLICE & FIRE COMMISSION  
WEST ALLIS, WISCONSIN 53214

Announcing a RECRUITMENT for the position of:

**RECORDS SUPERVISOR**  
**Police Department**  
**MONDAY - FRIDAY, 7 AM TO 3 PM**

**EXAMPLES OF DUTIES:** Plans, schedules, directs and supervises the assignments for all clerical personnel assigned to the Records Bureau, under the direction of the Deputy Chief of Police – Support Services; confers with the Deputy Chief of Police in the hiring of all clerical personnel for the department; works cooperatively with other Department Supervisors to improve the efficiency of clerical operations throughout the Department; assigns, directs, reviews and coordinates the training and development and work of subordinates and evaluates their performance; enforces work rules and regulations and takes disciplinary measures as needed; responsible for the training of the Department clerical staff; maintains balanced work loads for all units; communicates and responds to employee or Union representative's suggestions, complaints and grievances; counsels with employees; keeps accurate records of all money collected within the Records Bureau and compiles necessary reports, balances the checkbook for the Municipal Justice Trust Account; services as TIME Agency Coordinator and acts as primary liaison between the Police Department and the State of WI CIB; coordinates the collection and preparation of operational reports; and participates in the planning, development and implementation of Police policies and services; attends meetings with the Wisconsin Department of Justice which relate to the reporting of crime statistics and state audits of TIME system; compiles, analyzes and maintains reports, records and statistics as necessary; answers questions from the public or other agencies relating to the operations of the clerical staff and policies with some authority to make commitments with respect to making changes; maintains prompt, predictable, and regular physical attendance; provides truthful and accurate written and verbal communications; maintains the ability to competently and credibly testify in court; maintains ability to travel throughout and enter all different properties in the jurisdiction; and performs other duties as assigned.

Reviews and answers correspondence; reviews and plans records management strategies, operations and programs; analyzes division operating practices and develops new systems or revises procedures; assists with background checks for bartenders, military, school board, housing, employment; maintains and updates all bureau records and files; processes all open records requests; prepares, submits and audits the Police Department's Uniform Crime Report/Incident Based Crime Reporting system to the State of Wisconsin Department of Justice; processes records for department payroll .

Researches, prepares, compiles, updates and distributes a variety of reports and forms; receives and processes money; operates adding machine, calculator, copier, typewriter/word processor and other modern office equipment; assists in the preparation of the departmental annual report.

**MINIMUM QUALIFICATIONS:**

**Training and Experience:** A Bachelor's degree in Business Management or a related field from an accredited college or university and two years of recent supervisory experience and three years of recent professional work experience in Police and Fire reporting procedures OR an equivalent combination of training and experience as approved by Deputy Chief of Police – Support Services.

Competent in the use of an office computer/software including, but not limited to, Microsoft Office Suite (Windows, Word, Excel, Calendaring, Outlook), etc; knowledge of Phoenix and HTE systems desirable.

Complete CVMIC Supervisory Training Series or an equivalent within 3 years of appointment.

Successful passing of a police background check due to access to confidential Police Department information.

Possess the emotional intelligence to effectively perform the duties of the position.

**Knowledge and Skills:** Considerable ability to plan, analyze and coordinate the work and training of others; ability to establish and maintain effective working relationships with other supervisors, subordinates and the public; an understanding of various state statutes relating to the release of Open Records; comprehensive skill in providing a full range of administrative service including use of discretionary judgment in dispensing information; must be proficient in the use of modern office equipment such as cash register, adding machine, calculator, copier, typewriter, and personal computer/software, including working skill

### Knowledge and Skills (Cont'd)

with database programs and the ability to learn complex computer programs; considerable skill in composing letters or memoranda, preparing reports and establishing and maintaining records and files; considerable skill to work independently without specific instructions; considerable skill in communicating clearly and concisely, verbally and in writing.

Comprehensive knowledge of spelling, grammar, punctuation, math skills, business letter writing and forms; considerable knowledge of modern office practices, procedures, equipment and general bookkeeping principles; comprehensive knowledge of letter procedures, forms, terminology and writing; some knowledge of municipal operations; considerable skill in maintaining various office records, accounts and files.

**Physical Demands:** Possess the physical capacity to perform the duties of the position including, but not limited to, the following: frequent sitting, walking and standing; occasional lifting/carrying up to 50 lbs.; frequent stretching/reaching of arms; frequent arching of neck; occasional physical exertion moving, pulling, or pushing objects or materials up to 50 lbs.; and the ability to continuously bend, kneel, twist, stoop, squat, sit, etc.; ability to focus for long periods of time on projects or while working on computers.

Reference chart:

ACTIVITY FREQUENCIES	
Continuous	67 – 100% of workday
Frequent	34 – 66% of workday
Occasionally	1 - 33% of workday

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The City retains and reserves any or all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its judgment, to be proper.

**SALARY:** The 2016 West Allis resident hourly rate range is \$25.18 to \$31.47. The non-West Allis resident hourly rate range is \$24.69 to \$30.86.

**BENEFITS:** Benefits include vacation accrual upon date of hire based on the vacation schedule; a sickness disability benefit plan; twelve (12) paid holidays; eligibility for health insurance the first of the month following thirty (30) days of service with choice of a PPO Plan or High Deductible Health Plan (with optional participation in a Health Savings Account) – both plans are contributory and cover the employee and his/her family; fully paid dental insurance covering the employee and his/her family, with eligibility the first of the month following six (6) months of service; a dual pension system comprised of the Wisconsin Retirement Fund\*\* and Federal Social Security (both of which are contributory); a fully paid life insurance program\*\* with coverage in the amount of the employee's annual salary adjusted to the next highest one thousand dollars, with the option for additional coverage; an educational reimbursement plan for the pursuit of job related courses; and voluntary benefit programs consisting of Section 125: Flexible Benefits for Dependent Care and Medical Reimbursement, Section 457: Deferred Compensation, TreasuryDirect Payroll Savings Plan for Savings Bonds, Employee Assistance Program (EAP), and Employee Wellness Program.

\*\*The Wisconsin Retirement Fund and Life Insurance Program benefits are provided according to plan guidelines of the State of Wisconsin Department of Employee Trust Funds.

**METHOD OF SELECTION:** The first step in the selection process will be a review and evaluation of applications to identify those candidates who appear better qualified in terms of academic preparation, training, experience, and achievements as these relate to the duties and requirements of the position. To facilitate a fair and accurate evaluation, applicants are encouraged to include in or with their applications, clear and specific details about their qualifications. A representative number of applicants deemed better qualified in terms of the requirements of the position will be invited to an oral examination and rated further.

**POST-OFFER DRUG TEST/POLICE RECORD CHECK/PROBATIONARY PERIOD:** Persons offered employment must pass a post-offer drug test as well as a thorough Police Record Check as a condition of employment. The City of West Allis is an at-will employer. All appointments are subject to a probationary period of twelve (12) months; however, employment may be terminated at any time for any reason.

-continued-

**HOW TO APPLY:** Application forms, available online at [www.westalliswi.gov](http://www.westalliswi.gov), or from the West Allis Police Department, 11301 W. Lincoln Ave., West Allis, WI 53227, or by calling 414/302-8020. Completed applications must be received by the Police Department no later than 4:00 PM, **Friday March 25, 2016**.

Please note: A job interest card may not be substituted for the application form.

Visit our website at [www.westalliswi.gov](http://www.westalliswi.gov) for further information on the City of West Allis.

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.

3-8-16

04-16 (R)



# APPLICATION FORM

## ATTENTION APPLICANTS - PLEASE READ

Following are important points to know about the City of West Allis application process:

1. **Applications must be completed in full.** Applications not completed in full may be subject to disqualification.
2. A completed application form is required. You may supplement the application form with a resume; however, providing a resume does not exclude you from completing the application form in full.
3. It is to your advantage to be clear and thorough when completing the application, as it is the only means the City has of reviewing your qualifications for employment. We cannot assume more than what you tell us.
4. If you faxed or emailed your application, you still need to mail in or drop off the original in order to be considered for employment.
5. After all the applications are reviewed, the most qualified candidates will be invited to participate in other phases of the hiring process. All applicants are evaluated on job-related factors only.
6. If you will be unavailable (e.g., out of town) within the next 90 days, please indicate the dates you will not be available on the front section of the application form. Dates of unavailability will be reviewed to determine if any accommodations are feasible.
7. It is the policy of the City of West Allis to provide reasonable accommodations for qualified individuals with disabilities who are applicants for employment. If you are a qualified individual with a disability and need a reasonable accommodation in the testing or interview phase of our hiring process, please contact the Human Resources Department at (414) 302-8270 or e-mail [jbarwick@westalliswi.gov](mailto:jbarwick@westalliswi.gov) at least 72 hours (i.e., three (3) work days) in advance. Each request for accommodation will be reviewed on a case-by-case basis and accommodated unless it is determined to be unreasonable.
8. If you are having problems completing the application form or have any questions or concerns, contact the Human Resources Department.

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.

**(APPLICANT MAY RETAIN THIS PAGE)**



Human Resources Department  
7525 West Greenfield Avenue  
West Allis, Wisconsin 53214

Exam No. \_\_\_\_\_

Telephone: 414-302-8270  
Fax: 414-302-8275  
www.westalliswi.gov

**City of West Allis**  
An Equal Opportunity Employer

**APPLICATION FOR EMPLOYMENT**

**IMPORTANT:** READ THE INSTRUCTIONS CAREFULLY BEFORE FILLING OUT YOUR APPLICATION. EXCEPT WHERE NOTED, ALL REQUESTED INFORMATION MUST BE FURNISHED. THE INFORMATION YOU GIVE WILL BE USED TO DETERMINE YOUR QUALIFICATIONS FOR EMPLOYMENT. PLEASE TYPE OR PRINT.

Dates of unavailability (If you are planning to be out-of-town within the next 90 days, please indicate the dates you will not be available):  
\_\_\_\_\_

Position applied for \_\_\_\_\_

Name \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

Social Security Number \_\_\_\_\_

Other names under which you have been legally known \_\_\_\_\_

Address \_\_\_\_\_  
(STREET) (CITY) (STATE) (ZIP)

Phone Number: Home \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Are you at least 18 years old? ☐ Yes ☐ No

Do you have the legal right to live and work in the United States? ☐ Yes ☐ No

Do you wish to have the information contained in your application materials remain confidential as permitted by law? ☐ Yes ☐ No

If the job requires use of a motor vehicle, do you have a valid Wisconsin Driver's License? ☐ Yes ☐ No

If the job requires use of a Commercial Driver's License (CDL), do you have a valid CDL? ☐ Yes ☐ No

List CDL classification(s) and/or endorsement(s) \_\_\_\_\_

**MILITARY SERVICE:**

Have you ever served in the U.S. Armed Forces, National Guard or Military Reserves? ☐ Yes ☐ No

Dates of Duty: From \_\_\_\_\_ To \_\_\_\_\_  
MM / DD / YYYY MM / DD / YYYY

To receive credit for veteran's preference points, you will be required to provide a copy of your DD Form 214 upon request.

**EDUCATION AND TRAINING:**

<p>Do you have a High School Diploma?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	<p>Do you have a GED?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	<p><b>If <u>no</u></b> High School Diploma or GED, indicate the highest grade or year completed (6, 7, 8, 9, 10, 11, 12):</p>
<p>Name of High School:</p> <hr/>	<p>From Where:</p> <hr/>	<p>From Where:</p> <hr/>
<p>City/State:</p> <hr/>	<p>City/State:</p> <hr/>	<p>City/State:</p> <hr/>

Training Beyond High School (Technical College, College, University, or other schools you have attended)

Name and Location	Graduated	Degree Conferred	Major
.....	<input type="checkbox"/> Yes <input type="checkbox"/> No		
.....	<input type="checkbox"/> Yes <input type="checkbox"/> No		
.....	<input type="checkbox"/> Yes <input type="checkbox"/> No		
.....	<input type="checkbox"/> Yes <input type="checkbox"/> No		

List any other education, training, license(s) and/or certificate(s) – be specific and include dates:

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**WORK HISTORY:**

**GIVE A COMPLETE RECORD OF ANY EMPLOYMENT, SELF-EMPLOYMENT, MILITARY SERVICE AND/OR VOLUNTEER WORK YOU HAVE HAD IN THE PAST 10 YEARS.** Start with your current or most recent job. Indicate any change in job title under the same employer as a separate position. You may include positions beyond the 10-year period if they are related to the position for which you are applying. Although resumes are welcome, they may not be substituted for the information requested below.

PARENT OR MOST RECENT EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR
YOUR DUTIES  .....  .....  .....  .....		FROM (MO. & YR.) TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME ( _____ HRS. PER _____ )
		ACTUAL HOURLY RATE/SALARY STARTING                      ENDING
		\$ _____ PER _____ \$ _____ PER _____

PRESENT OR MOST RECENT EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR	
YOUR DUTIES ..... ..... ..... .....		FROM (MO. & YR.)	TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (       HRS. PER       )	
		ACTUAL HOURLY RATE/SALARY STARTING                                  ENDING \$       PER       \$       PER	
PRESENT OR MOST RECENT EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR	
YOUR DUTIES ..... ..... ..... .....		FROM (MO. & YR.)	TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (       HRS. PER       )	
		ACTUAL HOURLY RATE/SALARY STARTING                                  ENDING \$       PER       \$       PER	
PRESENT OR MOST RECENT EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR	
YOUR DUTIES ..... ..... ..... .....		FROM (MO. & YR.)	TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (       HRS. PER       )	
		ACTUAL HOURLY RATE/SALARY STARTING                                  ENDING \$       PER       \$       PER	
PRESENT OR MOST RECENT EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR	
YOUR DUTIES ..... ..... ..... .....		FROM (MO. & YR.)	TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (       HRS. PER       )	
		ACTUAL HOURLY RATE/SALARY STARTING                                  ENDING \$       PER       \$       PER	
PRESENT OR MOST RECENT EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR	
YOUR DUTIES ..... ..... ..... .....		FROM (MO. & YR.)	TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (       HRS. PER       )	
		ACTUAL HOURLY RATE/SALARY STARTING                                  ENDING \$       PER       \$       PER	
PRESENT OR MOST RECENT EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR	
YOUR DUTIES ..... ..... ..... .....		FROM (MO. & YR.)	TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (       HRS. PER       )	
		ACTUAL HOURLY RATE/SALARY STARTING                                  ENDING \$       PER       \$       PER	

Use a separate sheet to continue with any additional qualifying employment data, using same format as above.

If you were discharged for cause from any employment, state the details:

.....  
.....

List any equipment, machines, tools, or computer software you are skilled in using:

.....  
.....  
.....

**VIOLATIONS OF LAW: A Police background check may be conducted prior to a job offer.**

Are you currently subject to a pending charge? ☐ Yes ☐ No

If yes, what is the pending charge? .....

Have you ever been convicted of operating a vehicle while intoxicated (OWI)? ☐ Yes ☐ No

Have you ever been convicted of any violations of law excluding minor traffic violations? ☐ Yes ☐ No

If you answered yes to either of the questions above, list and specify what you have been convicted of, date and location of conviction, and the penalty imposed:

.....  
.....  
.....

**(The City, as a matter of explicit policy, does not use pending charges or convictions as the sole criteria in its employment decisions; they will be considered only if there is a substantial relationship to the circumstances of the particular job or if bondability is at issue.)**

Have you applied with the City of West Allis before? ☐ Yes ☐ No If yes, for what position(s) and when?

.....

**CERTIFICATION AND AGREEMENT**

I certify that answers given by me to the foregoing questions and statements are true and complete to the best of my knowledge. I understand and agree that any misstatements or omissions herein subject me to disqualification or dismissal.

I authorize the City of West Allis to make such investigations and inquiries of my employment, character, qualifications, and medical history as may be necessary in arriving at an employment decision. I hereby release all employers, companies, schools or persons from all liability in responding to such inquiries made in connection with my application.

I further understand that in the event of employment by the City of West Allis, the City is an at-will employer and I may be terminated at any time for any reason.

\_\_\_\_\_  
(DATE) (SIGNATURE OF APPLICANT)

**(FOR HR OFFICE USE ONLY)**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





## ADDITIONAL INFORMATION

This form **MUST** be returned with your application materials.

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status.

To help us comply with Federal/State Equal Employment Opportunity record keeping and other legal requirements, please answer questions below.

Position applied for \_\_\_\_\_ Social Security Number \_\_\_\_\_

Name \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

**Completion of this part of the form is voluntary.** The information you provide will not be used in the decision to hire. If you choose not to complete this section, proceed to the bottom of the form for your signature and date.

Sex: ☐ Male ☐ Female Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM / DD / YYYY Age \_\_\_\_\_

Veteran Status: ☐ Veteran ☐ Non-Veteran ☐ Disabled Veteran, Disability Rating \_\_\_\_\_%

Ethnic Group:

- ☐ **Black** (Not of Hispanic Origin) – All persons having origins in any of the Black racial groups of Africa.
- ☐ **Asian or Pacific Islander** – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- ☐ **American Indian or Alaskan Native** – All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- ☐ **Hispanic** – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish Culture or origin, regardless of race.
- ☐ **White** (Not of Hispanic Origin) – All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Do you consider yourself to be disabled? ☐ Yes ☐ No

[A disabled individual is: any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, or has a record of such impairment or is regarded as having such impairment. Major life activities which might be substantially limited by such impairment include: walking, talking, or otherwise communicating, self-care, socialization, work training, employment, transportation or adaptation to housing (these are examples only).]

If yes, what is the disabling condition? \_\_\_\_\_

What limitations does this condition impose on major life activities? \_\_\_\_\_

How did you hear about this job? (Please specify where applicable.)

- |                                                     |                                                 |                                                                |
|-----------------------------------------------------|-------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Milwaukee Journal/Sentinel | <input type="checkbox"/> Job Service            | <input type="checkbox"/> School _____                          |
| <input type="checkbox"/> Spanish Journal            | <input type="checkbox"/> City Cable Channel     | <input type="checkbox"/> Community/Minority Organization _____ |
| <input type="checkbox"/> City Website               | <input type="checkbox"/> Bulletin Board/Walk-In | <input type="checkbox"/> Other Advertisement _____             |
| <input type="checkbox"/> Interest Card/E-Notify Me  | <input type="checkbox"/> Employee               | <input type="checkbox"/> Other Website _____                   |
| <input type="checkbox"/> Job Hotline                | <input type="checkbox"/> Word of Mouth          | <input type="checkbox"/> Other _____                           |

The above-completed information is true to the best of my knowledge:

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(SIGNATURE)